

**NOTICE FOR PROFESSIONAL SERVICES  
2017-PROF-4**

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua'i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2016-2017:

**A. PLANNING DEPARTMENT:**

**1. Title of Project: MASTER/HEARINGS OFFICERS**

**Description:** The Planning Department and County Attorney anticipates the need to select qualified persons to hold hearings, transcribe minutes, take testimony and/or report to the Planning Commission of the County of Kauai findings, recommendations, or summaries of matters assigned to the master by the commission.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The relevant experience of the attorney or firm is interested in providing these services, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm;
- b. If a firm or organization, the names of attorneys and other staff who are available to provide the services, and their qualifications;

**Estimated Cost** \$50,000

**Estimated Contract Time:** Twelve (12) Months

**CONTACT PERSON:** Michael A. Dahilig, Director of Planning  
**Phone:** (808) 241-5050

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Parties or firms interested in providing the professional services listed shall transmit the resume and letter of interest electronically to [cokpurchasing@kauai.gov](mailto:cokpurchasing@kauai.gov).

The letter of interest shall include:

1. Project number and title; (for example: A.1 – Master/Hearings Officers)
2. Name of the department(s) to which the resume(s) is/are to be directed.

3. Signature of an authorized representative.

The email subject line shall include the following reference:

**2017-PROF-4, A.1 – Company’s name (for example: 2017-PROF-4, A.1 – XYZ Co.)**

**Resumes submitted with reference number 2017-PROF-4 stated in the subject line will receive a delivery confirmation by our email system upon receipt. Note if the reference number is not stated exactly in the subject line as noted, a delivery confirmation may not be sent.**

**The resumes may be electronically transmitted in either MS Word or PDF format.**

Resumes should include:

1. Reference to this Notice by noting “**2017-PROF-4**” on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional qualifications** (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.
5. A list of **projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies undertaken and completed** within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
6. **Capacity to complete the work in the required time**
7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

**Consultants are further notified of the requirements of Act 190, SLH 2011, SB 758**, wherein the County of Kaua‘i is required to utilize the Hawai‘i Compliance Express (HCE) to obtain proof of compliance of: a tax clearance from the State Department of Taxation, and the U.S. Internal Revenue Service, State Department of Commerce and Consumer Affairs, and State Department of Labor and Industrial Relations **prior to the issuance of an award**. Consultants are strongly encouraged to register for HCE so as to allow for needed proof of compliance prior to the issuance of an award.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services, dated June 2014. A copy of the document can be found at [www.kauai.gov](http://www.kauai.gov), using the following links: Government > Department>Finance>Division of Purchasing.

Awards shall be electronically posted on the County of Kauai website within seven (7) days of the contract award: <http://kauai.gov>; follow: County Agencies; Finance - Purchasing Division; Tabulations and Awards; Professional Services.

Resume submissions shall be received by the deadline of 3:00 P.M. (Hawaii Standard Time), **September 22, 2016. Late submissions will be returned.** Risk of late delivery shall lie with the sender.

Ken M. Shimonishi  
Director of Finance  
County of Kaua'i

Publicized: August 22, 2016, <http://www.spo.hawaii.gov> and <http://www.kauai.gov>